

Grant Application Core Data Elements for First Release Version

Application Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
1	Construction Application Indicator	Type of Submission	Indicates the application includes one or more construction projects.	C	1	AN	45	No	No
2	Application Date	Date Submitted	The date the application was submitted.	C	2a	Date	8	Yes	No
3	Applicant's Application Identification	Applicant Identifier	The grant applicant's unique identifier for the application.	C	2b	AN	30	Yes	No
4	Date Received by State/Other Reviewer	Date received by State	Date received by state or other reviewer	C	3a	Date	8	No	No
5	Reviewing Organization Application Number	State Application Identifier	The application number assigned by a reviewing organization taking action prior to the submission of the application to a Federal Agency.	C	3b	AN	30	No	No
6	Date Received by Federal Agency	Date Received by Federal Agency	Date Received by Federal Agency	C	4a	Date	8	No	No
7	Federal Agency Application Number	Federal Identifier	Federal ID Number	C	4b	AN	30	No	No
8	Application Type	Type of Application	Type of application being submitted. 6A = Accomplishment Based Renewal 6C = Competitive Renewal 6N = Non-competitive Renewal 6R = Resubmission S4 = New Application TS = Application Transfer	C	8	Code	2	Yes	No
9	Application Purpose		The purpose of application being submitted. 00 = Original 01 = Cancellation 05 = Replacement 07 = Retransmission 24 = Preapplication	C	8	Code	2	Yes	No
10	Catalog of Federal	CFDA Number	Catalog of Federal Domestic Assistance	C	10	AN	30	No	No

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LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
	Domestic Assistance Number		(CFDA) program number.						
11	Program Name	CFDA Title	The Federal program name.	C	10	AN	45	No	No
12	Application Title	Descriptive Title of Applicant's Project	The application title.	C	11	AN	4096	Yes	No
13	Signature Date	Date Signed	Date application signed	C	18e	Date	8	Yes	No

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Organization Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
14	Organization DUNS		The DUNS or DUNS+4 number of the organization. (Subject to OMB approval of single identifier.)	C		AN	80	No	No
15	Organization Name	Applicant Name, Name of Federal Agency	The organization's name.	C	5a, 9	AN	60	Yes	No
16	Organization Type	Applicant Name, Name of Federal Agency	Type of organization associated with the business process of submitting the application. BY = Federal Agency FA = Principal Place of Performance 61 = Additional Performance Locations SE = Grant Applicant 1P = Responsible 20 = Foreign 75 = Consortium Participants 92 = Other Support	C	5a, 9	Code	3	Yes	No
17	Department	Organizational Unit	The department, service, laboratory, or equivalent level within the organization.	C	5b	AN	30	No	No
18	Division	Organizational Unit	The division, office, or major subdivision of the organization.	C	5b	AN	30	No	No
19	Employer's Identification Number	Employer Identification Number	The organization's Employer Identification Number.	C	6	AN	30	Yes	No
20	Entity Type	Type of Applicant	The type of organization. 21 = Small Business 22 = Minority-Owned Business, Small 27 = Small Disadvantaged Business 2F = State 2J = Individual 2R = Federal Facility 80 = Hospital 8E = Minority Institution 95 = Research Institute A2 = Woman-Owned Business	C	7	Code	3	Yes	No

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Organization Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
			A6 = Section 8(a) Program Participant Firm A8 = Nonprofit Institution ABS = 1890 Land Grant College ACU = Tribal College (other than 1994) B2 = Other Unlisted Type of Organizational Entity B9 = Large Business C6 = Municipality C7 = Local government-owned entity C8 = City ENR = 1862 Land Grant College FY = Veterinary Hospital GW = Hispanic-Serving Institution H2 = Organization submitting the application is a part of the same federal agency as the awarding organization. H6 = School District HB = Historically Black College or University HT = 1994 Land Grant College IAA = Cooperative Extension Service J9 = Community Action Agency KM = Planning Commission M8 = Organization that is also an institution of higher education QU = Veterinary college T4 = Port Authority (T4) TR = Airport Authority TW = Transit Authority UD = Council of Governments X6 = International Organization X8 = Hispanic Service Institute XY = Tribal Government XZ = American Indian-Owned Business						

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Organization Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
			ZW = School of Forestry						
21	Congressional District	Congressional District	The Congressional District of the organization or performance site	C	14	AN	30	Yes	Yes

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Individual Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
22	First Name	Contact Person, Name	The individual's first name.	C	5d	AN	35	Yes	Yes
23	Individual Type	Contact Person, Name	Type of individual associated with the business process of submitting the application.	C	5d	Code	3	Yes	Yes
24	Last Name	Contact Person, Name	The individual's last name.	C	5d	AN	60	Yes	Yes
25	Middle Name	Contact Person, Name	The individual's middle name.	C	5d	AN	25	No	Yes
26	Prefix	Contact Person, Name	The individual's name prefix.	C	5d	AN	10	No	Yes
27	Suffix	Contact Person, Name	The individual's name suffix.	C	5d	AN	10	No	Yes
28	Title	Contact Person, Name Authorized Representative, Title	Position title of an individual.	C	5d, 18b	AN	30	No	Yes

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Contact Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
29	City	Address, city	City of an organization or individual.	C	5c	AN	30	Yes	
30	County	Address, county	County of an organization or individual.	C	5c	AN	30	Yes	Yes
31	State	Address, state	State of an organization or individual.	C	5c	Code	2	Yes	Yes
32	Street Address	Address	Street address of an organization or individual.	C	5c	AN	110	Yes	Yes
33	Zip Code	Address, ZIP	Zip code of an organization or individual.	C	5c	Code	15	Yes	Yes
34	Telephone Number	Contact person, phone	Telephone number for an organization or individual.	C	5d	AN	256	Yes	Yes

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Project Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
35	Project End Date	Project ending date	The planned completion date of the project.	C	13a	Date	8	Yes	Yes
36	Project Start Date	Project Start date	The planned start date of the project.	C	13b	Date	8	Yes	Yes
37	Geographic Location Name	Areas Affected by Project	Name of the geographic location.	C	12	AN	45	No	Yes

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Budget Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
38	Budget Item Code	Estimated Funding	Code identifying the budget item. 1 = Labor 3 = Other Direct Costs (ODC) 4 = Subcontract 6 = Labor Overhead 8 = Other Overhead 9 = Total Overhead 18 = Funds Appropriation 28 = Total 33 = General & Administrative 35 = Profit or Fee 36 = Total Price 38 = Total Cost Plus General & Administrative 39 = Other Costs 42 = Purchased Equipment 43 = Materials and Purchased Items 46 = Commercial Effort 47 = Total Direct Cost Base 48 = Indirect Labor 49 = Employee Benefits 51 = Employment 52 = Communications and Travel 56 = Administration 70 = Total Salaries and Wages 71 = Total Salaries and Wages and Employee Benefits 72 = Total Purchased Equipment 73 = Travel-Domestic 74 = Travel-Foreign 75 = Participant Stipends 77 = Participant Travel 78 = Participant Other 79 = Participant Total 80 = Publication Costs	C	15	Code	2	Yes	Yes

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Budget Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
			81 = Consultant Services 82 = Computer Automated Data Processing (ADP) Services 83 = Funding From Non-Federal Sources 84 = Total Direct Costs 85 = Human Subject Costs 86 = Animal Costs 87 = Alternations and Renovations 88 = Cost Sharing BL = Billings EH = Equipment Maintenance EX = Expenditures FE = Participant Fees RL = Rental or Lease of Equipment of Facilities TU = Participant Tuition ZZ = Mutually Defined						
39	Budget Item Cost	Estimated Funding	Dollar amount of the budget item.	C	15	NUM	15	Yes	Yes
40	Budget Item Cost Sharing/Matching	Estimated Funding	Dollar amount of the budget item in line item detail	C	15	NUM	15	Yes	Yes
41	Budget Item Description	Estimated Funding	Additional information necessary to describe the budget item.	C	15	AN	80	Yes	Yes
42	Budget Item Name	Estimated Funding	Name of the budget item.	C	15	AN	60	Yes	Yes
43	Budget Item Period	Estimated Funding	The time period in which a budget amount is based. HR = Hours MO = Months YR = Annual	C	15	Code	2	Yes	Yes
44	Budget Item Quantity	Estimated Funding	The quantity of budget items being purchased.	C	15	NUM	15	Yes	Yes

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Assurance Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
45	Yes or No Condition Date	Assurance, Federal Debt, State Review	The date associated with the Yes/No condition regarding the grant applicant.	C	16,17,18	Date	8	Yes	Yes
46	Yes or No Condition Description	Assurance, Federal Debt, State Review	Explanatory text related to the Yes/No condition regarding the grant applicant.	C	16,17,18	AN	264	Yes	Yes
47	Yes or No Condition Response	Assurance, Federal Debt, State Review	The response to the Yes/No condition regarding the grant applicant.	C	16,17,18	ID	1	Yes	Yes
48	Yes or No Condition Type	Assurance, Federal Debt, State Review	The type of Yes/No condition regarding the grant applicant. Yes/No codes for assurances and certifications are in Appendix A.	C	16,17,18	ID	2	Yes	Yes

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Paragraph Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
49	Paragraph Text		The text that is associated with a coded paragraph number.	C		AN	4096	No	Yes
50	Paragraph Title		An applicant-supplied title for a paragraph.	C		AN	30	No	Yes
51	Paragraph Type		<p>Code that indicates the type paragraph.</p> <p>A Abstract</p> <p>B Project Description</p> <p>B.1 Introduction</p> <p>B.2 Aims</p> <p>B.3 Background</p> <p>B.4 Preliminary Studies</p> <p>B.5 Research Design/Approach</p> <p>B.6 Bibliography/References</p> <p>B.7 Results from Prior Support</p> <p>C Project Resources & Environment</p> <p>C.1 Personnel & Budget Justifications</p> <p>C.2 Space/Facilities</p> <p>C.3 Equipment</p> <p>C.4 Other</p> <p>C.5 Travel Justification</p> <p>C.6 Alterations and Renovations</p> <p>C.7 Supplies</p> <p>D Biographical</p> <p>D.1 Experience</p> <p>D.2 Employment History</p> <p>D.3 Honors</p> <p>D.4 Memberships/Associations</p> <p>D.5 Publications</p> <p>D.5.1 Medline Accession Number</p> <p>D.5.2 Other Electronic</p>	C		AN	30	No	Yes

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Paragraph Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
			Library D.6 Advisors D.7 Advisees D.8 Collaborators/Nature of Collaboration D.9 Other Conflicts of Interest (Use only in applications) E Explanations E.1 Cert & Reps E.2 Other Commitments E.3 Mandatory Cost Sharing E.4 Project Related Income E.5 Special Project Considerations E.6 Consortium/Contractual Arrangements E.7 Indirect Cost Base F Special Considerations F.1 List of Reviewers (Include/Exclude) F.2 Cover Letter F.3 Free Text G Human Subjects H Animals H.1 Species Description I Progress Report I.1 Specific Aims I.2 Results & Significance I.3 Plans I.3.1 Plans Specific Aims I.3.2 Human Subject Changes I.3.3 Invertebrate Animal Subject Changes I.4 Project Generated Resources I.5 Significant Un-obligated Balances I.6 Inventions (Title, Name of						

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Paragraph Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
			inventor(s) I.7 Expenditures To-Date K Research Career Award K.1 The Candidate K.1.1 Letters of Reference K.1.2 Candidate's Background K.1.3 Career Goals and Objectives: Scientific Biography K.1.4 Career Development Activities during Award Period K.2 Statements by Sponsors, Consultants, and Collaborators K.3 Environment and Institutional Commitment to Candidate K.3.1 Description of Institutional Environment K.3.2 Institutional Commitment L Research Training Program Plan L.1 Introduction to Revised Application L.2 Introduction to Supplemental Application L.3 Background L.4 Program Plan L.4.1 Program Direction L.4.2 Program Faculty L.4.3 Proposed Training L.4.4 Trainee Candidates L.5 Recruitment of Individuals L.6 Responsible Conduct of Research M Potential Applications of Research J.1 Beginning Investigator J.2 Small Grant For Exploratory						

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Paragraph Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
			Research J.4 Facilitation for Scientific & Engineers with Disabilities J.5 Research Opportunity Award J.6 Single Investigator J.7 Young Investigator J.8 Small Business Innovative Research Program J.9 Small Business Technology Transfer Program J.10 Research Instrumentation Program J.11 Historically Black College or University/Minority Institution Award J.12 Agriculture Research Enrichment Award J.13 Augmentation Awards for Science and Engineering Research Training J.14 Defense Experimental Program to Stimulate Competitive Research J.15 Experimental Program to Stimulate Competitive Research J.16 Short Term Innovative Research J.17 University Innovative Research J.18 University Research Initiative J.19 Environmental Research Initiative J.20 Automatic Target Recognition J.21 Infrastructure Support Instrument J.22 Multi Disciplinary University Research Initiative Program						

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External Attachment Information									
LN	194 Data Element Name	SF424 Name	Description	Core**	SF424	Data Type*	Length	Required	Duplicates
52	External Attachment Type		Type of external attachment. AE = Supplementary technical information CI = Cost and Price Data (C1), SD = All Technical Data (SD)	C		Code	2	No	Yes
53	Transaction Number		Unique number of a related transaction set.	C		AN	30	No	Yes
54	Transaction Set Identification		The applicable X12 transaction set numeric designation.	C		AN	30	No	Yes
55	Transmission Method		Other form of electronic transmission.	C		AN	80	No	Yes
56	Transmission Type		External transmission type. BM = United States Postal Service CF = Courier DA = Other Forms of Electronic Transfer EM = Separate EDI Transaction Set, Email FX = Fax IA = URL	C		Code	2	No	Yes
57	Universal Resource Locator		The Universal Resource Locator (URL) where Information is to be obtained.	C		AN	80	No	Yes

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* Legend for Data Type: AN - Alphanumeric NUM - Numeric Date - Date, mmddyyyy Code - Uses Code List		**Legend for Core C - Core NC - Non-core	
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Appendix A Grant Application Certifications and Assurances

Code	Certification or Assurance
5E	Use in NIH proposals to indicate a change in the use of human subjects.
6G	Use in NIH proposals to indicate a change in the use of animal subjects.
C8	Does the project require review for activities that have possible national security implications?
CX	Organization Certifies Compliance with the Pro-Children's Act.
FG	The applicant certifies compliance with all applicable assurances identified on the Standard Form 424b. (See SF424b assurances below)
G3	Are hazardous materials used or produced in the project?
G4	Are genetically engineered organisms used or produced in the project?
G6	Are historical sites affected by the project?
G8	Is proprietary/privileged information included in the application?
G9	Does this project have an actual or potential impact on the environment or has an exemption been authorized?
H0	Does the proposing organization certify that no Federal appropriated funds have been paid or will be paid compliance with Federal Lobbying Regulations? Title 31 USC 1352 prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific grant or cooperative agreement. 31 USC 1352 requires this certification in all award documents for awardees and sub-awardees.
H1	Does this project involve international cooperative activities?
H4	Have lobbying activities been conducted regarding the application? Title 31 USC 1352 requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements exceeding \$100,000 in total costs.
H5	Does the organization certify compliance with the Drug-Free Workplace Act of 1988?
H6	Does the organization certify compliance with the Code of Federal Regulations "Responsibility for Public Health Service (PHS) Awardee and Applicant Institutions for Dealing with and Reporting Possible Misconduct in Science" (42 CFR 50 Subpart A)?
H7	Does the organization currently provide a smoke-free workplace and/or promote the non-use of tobacco products, or have plans to do so?
H8	Does the organization certify compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975?
H9	Does the organization certify compliance with the Code of Federal Regulations "Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought" (42 CFR 50, Subpart F) or National Science Foundation Financial Disclosure Policy (National Science Foundation (NSF) Grant Policy Manual, Section 510)?
I7	Does the organization have any delinquent Federal debts?
I8	Is the organization on the List of Parties Excluded from Federal Procurement and Non-procurement Programs or otherwise been determined NOT in compliance with Executive Orders on Debarment/Suspension?
J1	Are Military Services barred from recruitment activities at the proposing organization's site(s)?

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J4	Does the project require review under Executive Order No. 12372 for activities that directly affect state or local government?
NR	Use to indicate that the applying organization gives permission to the Federal Government to announce the award and address-related information regarding the organization.

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Assurances from SF424b

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§47284763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R.900, Subpart F).
6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L.88-352) which prohibits discrimination on the basis of race, color or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
 - (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) the Drug Abuse Office and Treatment Act of 1972 (P.L.92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L.91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;

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- (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
- (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L.91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501 1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327 - 333), regarding labor standards for federally-assisted construction sub-agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L.93-234) which require recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L.91-190) and Executive Order (EO) 11514;
- (b) notification of violating facilities pursuant to EO 11738;
- (c) protection of wetlands pursuant to EO 11990;
- (d) evaluation of flood hazards in floodplains in accordance with EO 11988;
- (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L.93-523); and,
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L.93 - 205).

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12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.